



- Direct the preparation of technical and administrative reports; present reports and recommendations to the Redevelopment Agency, City Council, etc.
- Coordinate activities with other City departments and outside agencies.
- Supervise the Development Department's accounting system in compliance with City standards and systems as well as State Controller's guidelines; track all costs per activity and provide a basis for management information systems.
- Supervise servicing of CDBG and Agency loan portfolio.
- Monitor financial reporting systems including monthly financial statements, comparison of actual revenues and expenditures to budget categories, monthly management reports on current financial status, and project activity status.
- Design and supervise the implementation of a comprehensive management information system including the preparation of management reports on financial and other administrative matters.
- Maintain and supervise a system of internal accounting control and segregation of duties.
- Coordinate and supervise year-end closing and annual independent financial audit.
- Prepare annual General Purpose Financial statements and all reports required by California Redevelopment Law.
- Supervise financial staff in performing all book-keeping, accounting, and finance functions.
- Prepare or supervise the preparation of the departmental budget; review, analyze, and compile budgets of various programs or divisions; explain needs and provide justifications for items; review and decide on expenditure requests and budget variances.
- Prepare and supervise the preparation of grant proposals for various programs and projects of the department; interface with governmental agencies regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions in order to gain approval for programs and projects.
- Manage and direct personnel actions; define and resolve complex work problems; establish work standards and operational objectives for the Department.
- Provide technical administrative support to the Development Director, committees, or other personnel as assigned.
- May represent the Development Director in administrative services matters in the absence of the Development Director.

## **QUALIFICATIONS**

### **Knowledge of:**

- Federal, state, and local government organization.
- Applicable federal, state, and local laws, rules, and policies regarding local government operations.
- Principles of management, administration, budgetary systems, and procedures.
- Principles of supervision.
- Research methods and techniques, statistical and work measurements, standards development and implementation, and report presentation.

- Personal computer operation and applications including word processing, data-base, and spread sheet.

**Ability to:**

- Analyze and supervise the systematic compilation of technical and statistical data and preparation of complex reports.
- Plan, organize, supervise, and evaluate the work of professional, technical, and administrative support staff.
- Properly interpret and make decisions in accordance with laws, rules, and policies.
- Supervise and conduct analytical studies and prepare analytical reports of both policy and administrative matters.
- Analyze organizational and administrative problems; recommend and adopt an effective course of action.
- Present ideas, concepts, and recommendations clearly and concisely in oral, written, and chart form.
- Establish and maintain effective and cooperative working relationships with staff, City officials, representatives of other governmental agencies, community leaders, and the general public.
- Coordinate activities with other divisions and City departments.
- Operate a personal computer and applicable software programs.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field. A Master's Degree in a related field is highly desirable.

Experience: At least five years of professional administrative experience, including direct budgetary and supervisory experience; Public finance experience for a Development Department is preferred. A Master's Degree may substitute for one year of the required experience.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Development Administrative Services Manager

**TO:** Development Director